

Texas Vaccines for Children: Electronic Vaccine Inventory (EVI) Instructional Guide for August 2013 Release

Purpose

A new release of the Electronic Vaccine Inventory (EVI) system is going live on August 5, 2013.

The purpose of this instructional guide is to outline the changes related to:

- Ordering influenza vaccine for the 2013-2014 season
- Security
- Measles, Mumps, Rubella and Varicella (MMRV) and Varicella

Security

Please Read

This information system, data, hardware, and software are State of Texas property. The use of this system is restricted to authorized users only; unauthorized access is prohibited. Usage of and all activity on this system are subject to security monitoring and testing. Unauthorized access, use or misuse of this system is a violation of applicable DSHS policies and state and federal laws, and will be subject to criminal prosecution. Users of this system should have no expectation of privacy with respect to the use of this system, except as otherwise provided by applicable privacy laws.

OK

Because you are logging onto a State agency's site, you must acknowledge you are the authorized user and information contained within is a public record.

Click **OK** to proceed.

Varicella and MMRV Orders

For any order containing Varicella and/or MMRV **received after August 5th:**

- Orders will appear under the ***Receiving*** tab when EVI is notified by Merck the vaccines are shipped.
- Orders will have the lot and expiration date pre-populated.
- Orders will have the ***Tracking Number*** populated and hyperlink activated.

Accept <input type="checkbox"/>	Vaccine	NDC	Requested Quantity	Ship Date	Lot	Expiration Date	Received Quantity	Tracking Number
<input type="checkbox"/>	DAPTACEL (DTAP), single-dose vial (Ped)	49281-0286-10-P	50.00	6/13/2013	C4383AA	7/31/2015	50	799988355506
<input type="checkbox"/>	KINRIX (DTAP-IPV), PF syringe (Ped)	58160-0812-52-P	20.00	6/13/2013	935RF	8/17/2015	20	799988355506
<input type="checkbox"/>	PROQUAD (MMRV), single-dose vial (Ped)	00006-4999-00-P	20.00	6/13/2013	H021357	5/29/2014	20	799988355517
<input type="checkbox"/>	VARIVAX (VARICELLA), single-dose vial (Ped)	00006-4827-00-P	20.00	6/13/2013	0569AE	10/13/2014	20	799988355517

Received By

Influenza Orders

As the Texas Vaccines for Children (TVFC) program begins to receive incremental shipments of the influenza vaccines for the 2013-2014 season from the Centers for Disease Control and Prevention(CDC), you will begin to receive portions of your total requested 'pre-booked' amounts.

This year all influenza orders are processed in EVI as a **Special Order** and are generated as many times throughout the month as vaccine becomes available. Providers are encouraged to log into EVI frequently to see if there is a special order awaiting their approval.

Note: To avoid confusion with the 2012-2013 season's influenza vaccine, please clear out any remaining stock in EVI by recording the vaccine as **Wasted/Expired** and submit the **Wasted/Expired** form to your local TVFC representative.

Instructions for ordering flu:

1. The order below is the amount of flu vaccine available to order.
2. You may decrease the quantity submitted. If you decrease your quantity, you will receive your remaining allocation as additional vaccine becomes available.
3. You may NOT increase the quantity submitted.
4. Comment: Please indicate any special instructions and closures.
5. Verify and complete the following checkboxes:
 - a. shipping address
 - b. temperatures
 - c. days/hours of operation
6. Complete Approved By, click Save and print a copy of the order for your records.

Item Number1	Item Long Description1	Quantity (Requested)1	Quantity (Submitted)1
49281-0390-15-P	FLUZONE .5 (FLU), multi-dose vial (Ped)	40.00	40.00

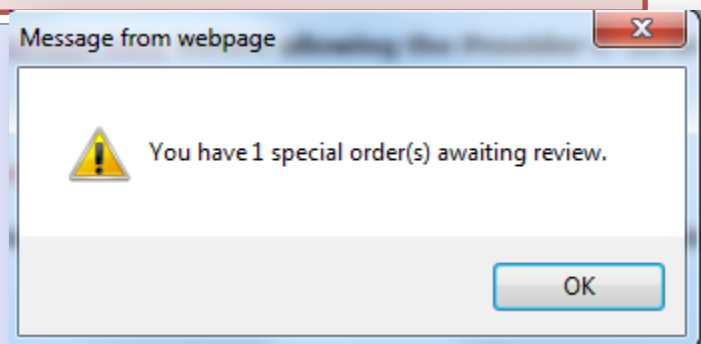
Comment

☐ I have verified that my shipping address is correct.

☐ I verify that the temperatures of our refrigerator and/or freezer are checked twice daily and I have submitted the temperature log (C-202) to my local or regional health department.

☐ I have verified that my hours of operation are correct and that staff are available to receive and store vaccine deliveries promptly during these times.

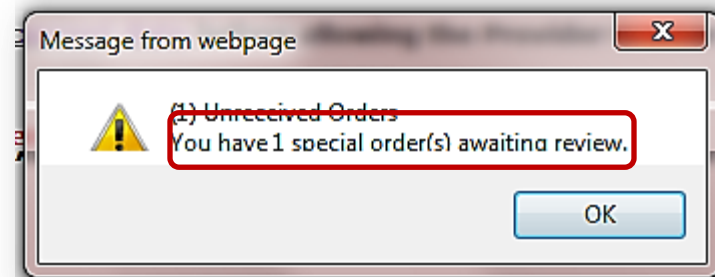
Approved By



Influenza Orders

After clicking **OK** to close the **Security** message box, if a provider has an influenza order to approve a popup message box appears stating: ***“You have X special order(s) awaiting review.”*** Note: **X** being how many orders are awaiting your review.

Click **OK** to close the message box.



Influenza Orders

To approve your influenza orders:

1. Click on the **Special Order** submenu located under the **Place Order** tab.
2. The **Special Order** screen appears with the brand, presentation and quantity available to order.
3. If you agree with the amount shown under **Quantity (Submitted)** column, skip to step #5.

g flu:
e amount of flu vaccine available to order.
quantity submitted. If you decrease your quantity, you will receive your remaining allocation as additional vaccine
the quantity submitted.
icate any special instructions and closures.

5. Verify and complete the following checkboxes
a. shipping address
b. temperatures
c. days/hours of operation

6. Complete Approved By, click Save and print a copy of the order for your records.

Item Number1	Item Long Description1	Quantity (Requested)1	Quantity (Submitted)1
49281-0390-15-P	FLUZONE .5 (FLU), multi-dose vial (Ped) 2012-2013	40.00	40.00

Comment

☐ I have verified that my shipping address is correct.

☐ I verify that the temperatures of our refrigerator and/or freezer are checked twice daily and I have submitted the temperature log (C-105) to my local or regional health department.

☐ I have verified that my hours of operation are correct and that staff are available to receive and store vaccine deliveries promptly during these times.

Approved By

Influenza Order

To approve your influenza order (continued):

4. If you do not wish to receive the amount shown, you may decrease the amount by entering a new quantity in the **Quantity (Submitted)** column.

Notes: You may not increase your amount. By not accepting the full shipment, your entire season amount will be decreased only by the amount you approve. However, it is unknown when your remaining doses will be available.

Item Number	Item Long Description	Quantity (Requested)	Quantity (Submitted)
49281-0390-15-P	FLUZONE .5 (FLU), multi-dose vial (Ped)	40.00	40.00
Comment			

Influenza Orders

To approve your influenza order (continued):

5. Please enter any special instructions or closures in the **Comment** box.
6. As with every shipment:
 - a. verify your shipping address is correct;
 - b. verify all units containing vaccines have temperatures recorded and all temperatures are within range; and
 - c. verify the days/hours are correct as to when staff is available to receive and properly store the vaccine.

Instructions for ordering flu:

1. The order below is the amount of flu vaccine available to order.
2. You may decrease the quantity submitted. If you decrease your quantity, you will receive your remaining allocation as additional vaccine becomes available.
3. You may NOT increase the quantity submitted.
4. **Comment:** Please indicate any special instructions and closures.
5. Verify and complete the following checkboxes
 - a. shipping address
 - b. temperatures
 - c. days/hours of operation
6. Complete Approved By, click Save and print a copy of the order for your records.

Item Number	Item Long Description	Quantity (Requested):	Quantity (Submitted):
49281-0390-15-P	FLUZONE .5 (FLU), multi-dose vial (Ped)	40.00	40.00

Comment

☐ I have verified that my shipping address is correct.

☐ I verify that the temperatures of our refrigerator and/or freezer are checked twice daily and I have submitted the temperature log (C-105) to my local or regional health department.

☐ I have verified that my hours of operation are correct and that staff are available to receive and store vaccine deliveries promptly during these times.

Approved By

Influenza Orders

7. Complete the **Approved By** field with your first initial, last name and date.
8. Review your contents of your order again and click **Save**.
9. Screen refreshes and provides a popup message stating: ***"Order 00000XXXXX updated."*** **Note:** All influenza orders are formatted as 00000-XXXXX-XX.
10. Screen refreshes and popup message stating: ***"Your order has been submitted. Print the confirmation page next."*** Click **OK**.

Instructions for ordering flu:

1. The order below is the amount of flu vaccine available to order.
2. You may decrease the quantity submitted. If you decrease your quantity, you will receive your remaining allocation as additional vaccine becomes available.
3. You may NOT increase the quantity submitted.
4. **Comment:** Please indicate any special instructions and closures.
5. Verify and complete the following checkboxes
 - a. shipping address
 - b. temperatures
 - c. days/hours of operation
6. Complete **Approved By**, d

Item Number1	
49281-0390-15-P	FLUZO

Comment

☒ I have verified that m

☒ I verify that the temp

☒ I have verified that m

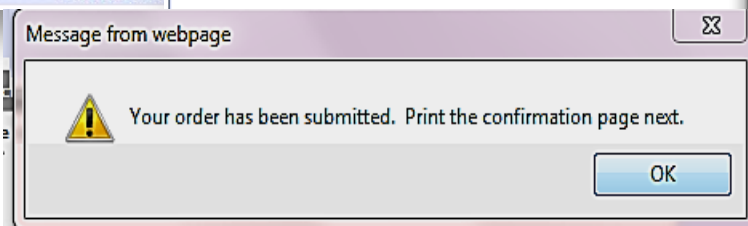
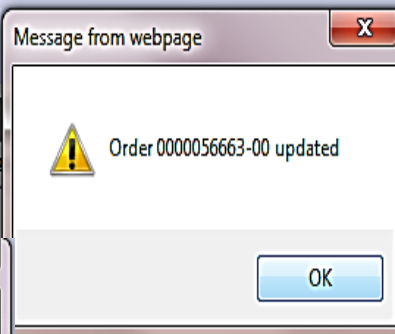
Approved By MSexton C

PIN 999999

Thank you for placing your vaccine order. Order # 0000056663-00 has been submitted for approval. Please use the print button on the bottom of this page to print a copy for your records.

TOF: B2 - FEB, APR, JUNE, AUG, OCT, DEC

Item Number1	Item Long Description1
49281-0390-15-P	FLUZONE .5 (FLU), multi-dose vial (Ped) 2012-2



Questions??

For any questions related to orders, please contact your local Texas Vaccines for Children representative.

For technical questions on how EVI operates, please call the Vaccine Call Center (VCC) at 1-888-777-5320. The VCC is open Monday – Friday 8:00 a.m. – 12 noon and 1:00 p.m. – 4:30 p.m.